क्रम-संख्या-4:

GOVERNMENT OF UTTAR PRADESH
GENERAL ADMINSTRATION DEPARTMENT

(Reorganization)
No. 75/O & M—5-63
Dated Lucknow, February 19, 1963
Office Memorandum

The norms for various categories of assistants in the Secretariat were last fixed i 1959 in office memo no. 2282 (iv)/O&M—92 (4)-59, dated November 30, 1959. Th daily working hours have been increased by half an hour in view of the National Eme gency and Government have decided that in supersession of above order the norms of wo for different categories of assistants in the Secretariat may be fixed as follows:

Category	*Norm*
U. D. A.	—7.5 receipts per day.
Reference Clerks	—25—30 receipts per day.
Receipt Register Keeper	—35—40 receipts per day.
Typists	—4,400 words per day.

2. The norms mentioned above for Upper Division Assistant will not apply Secretariat Administration Department (Accounts).

3. The present strength of the departments will not be revised on the basis these norms (except where revision of strength is justified from detailed work study the Department) but they will be taken into consideration for assessing the futu requirements of the staff.

4. All proposals for additional staff will be examined by General Administration partment (Reorganisation). In assessing the requirements of the staff in terms of the rms prescribed above, routine receipts will be excluded.

5. These norms and the scrutiny by G. A. D. (Reorganisation) will not apply to Confidential Department where work of a specialised nature is carried on and the re-rements of staff for the various sections of the Department shall be determined by Chief Secretary.

M. ZAHEER,
Sanyukta Sachiv.

All Secretaries to Government, U. P.
All Departments of the Secretariat.